

# **ELECTION HANDBOOK**

## **SILVER VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 3 SPECIAL ELECTION TO FILL A VACANCY**

**JULY 10, 2001**

**Prepared by:**

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**INTERNET:** <http://www.sbcrov.com>

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## INTRODUCTION

This election is taking place on a non-established election date, and is being conducted primarily with permanent ROV staff. Silver Valley Unified School District is filling a vacancy on the board in Trustee Area 3. The board made an appointment to fill the vacancy but a petition against that appointment was filed, which makes a special election on a non-established election date possible (Education Code 5091).

## ELECTION DATES/STATISTICS

**Key Dates** – See (Appendix 1) Election Calendar, distributed to Media. There will be no add-on counts. Canvass will be complete and election certified by July 13, 2001.

**Key Statistics** –

School districts	1
Candidates	3
Ballot types	1
Total Registration	3,141
Polling places	3
Poll Workers	12

**Races on Ballot** – There is one race on the ballot with three candidates for Member of the Governing Board of Silver Valley Unified School District, Trustee Area 3, term ending December 5, 2003. See Appendix 2 for sample ballot page.

**Turnout** – The Registrar of Voters does not predict turnout. For historical data see Appendix 3.

## SUMMARY OF ELECTION PROCESS

**Ballot Access** – Three candidates have filed with the Registrar of Voters office.

**Order of candidates/measures** – The Secretary of State conducted a random alphabet draw on April 23, 2001 to determine the order of the candidates on the ballot.

**Registering to Vote** – Last day to register – June 25, 2001. No late hours or special arrangements were made.

**Working with Media** –A general calendar of all upcoming elections was sent to media sources several weeks in advance. No on site media is expected on election night.

**Exit Polls** – none.

**Voting Material** – the district's name appeared on the top of the sample ballot pamphlets. Due to the size of this election, the sample ballot pamphlets were printed in-house. Early close mailing began May 31, 2001; 29-day close mailing began Jun 21, 2001. No mailing problems observed. Mailed with

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non-profit status. Ballot cards provided by Election Systems & Software. Ballots are long stubs, round holes for absentee and rectangular holes for polls. Color = Green; Design = State Capitol. There were no 60-Day military/overseas voters for this election.

**Establishing Polling Places/Polls Publication** – 3 -polling places. Owner receives \$50. Two polling places were donated free of charge. There are no double polls. The listing of polling places and poll workers will be published on June 30<sup>th</sup> in the Desert Dispatch.

**Polling Place Supplies** – PollStar system – 18 booths and voting devices, plus three booths for disabled. All supplies will be distributed at training classes on July 9<sup>th</sup>. Due to the size of this election, rosters and indexes were printed the day before distribution, which permitted the computer to designate absentees and include late but eligible voters – thus eliminating a second mailing to Inspectors.

**Recruiting and Training Poll Workers** – There will be three poll workers at each of the three polling places. Six poll workers were recruited. The other three are Troubleshooters who are working at the polls as part of a training exercise. Inspectors earn \$100 and clerks earn \$65 plus additional \$15 for attending Inspector training class. Training – will be conducted at City Hall – Council Chambers in Barstow

**Student Poll Workers** – None.

**Election Day/Night Assistance to Poll Workers** – There are no Troubleshooters because all three of the polling places will have experienced inspectors that have served as Troubleshooters during prior elections. There are 2 operators staffing the Inspector Hotline.

**Voting by Mail/absentee** – Applications to receive a mailed absentee ballot are accepted through July 3<sup>rd</sup>. From July 5<sup>th</sup> through election day, voters may vote an emergency ballot, which requires pick up at the ROV and hand delivery to a polling place or to the ROV office before the polls close. No early voting (Saturday) was conducted for this election. No individuals or groups have conducted an absentee campaign using their own application for this election.

**Assistance to the Public** – Information on the election, results, absentee applications, and polls look up is on the Internet at: <http://www.sbcrov.com>. The automated phone system has been updated for polling place locations. No additional staffing is required. No Microfiche of polling place locations will be produced for this election. For this election the CDs will be made for retention and the Internet will be used for polling place location lookup. Hardcopy will be printed as backup in case of power outages.

**Election Night Ballot/Supply Retrieval**- Absentee ballots received by 8:00 p.m. on election day at the Redlands (main) post office, will be picked up by ROV staff shortly after polls close, for processing during canvass. There will be 1 collection center staffed by 2 workers. There will be no early returns. No assistance is required from the Sheriff's department. Communication will be by pager and cellular phone (ours).

**Ballot Counting Locations** – Ballots will be counted at:

REGISTRAR OF VOTERS OFFICE  
Central Counting Center (Absentee ballots)  
777 E. Rialto Avenue

HIGH DESERT AREA  
Barstow Courthouse (Precinct/polling place ballots)  
235 East Mt. View

SILVER VALLEY UNIFIED SCHOOL DISTRICT  
VACANCY ELECTION - *(Special Election)*

July 10, 2001

San Bernardino, CA

Barstow, CA

**Student Volunteer Workers** – There are no student volunteers at the tally center for this election.

**How Ballots are Counted** –Absentee Ballots will be counted on one PC system at the Registrar of Voters office using up two cardreaders. However, a second system will be tested and ready in the event of any problems. An Observer Panel (2 members of the League of Women Voters) will observe the Logic and Accuracy test at approximately 7:30 p.m. Absentee cards will be processed immediately following the testing. An off-site counting site will be set up at the Barstow County Courthouse, Law and Justice Center. An Observer Panel (2 members of the League of Women Voters) will observe Logic and Accuracy testing at approximately 7:00. As the precinct ballots arrive, they will be counted on one system using up to two card readers. When all ballots have been counted election night, the Observer Panels will witness a final Logic and Accuracy test. The Registrar of Voters will issue a final semi-official bulletin. The number of outstanding ballots (absentee and provisionals turned in at polls) will be reported on the final semi-official bulletin.

**Availability of Election Results** – there will be no sampling of turnout during the day and there are no Key Precincts. Election result bulletins will be printed and distributed following each portion of the count and also updated on the Internet. Results will be available by phone up until 15 minutes after final bulletin.

**Additional Ballot Counting** – no add on counts will be conducted for this election due to the size. Any additional ballots will be processed during the normal canvass procedure.

**Certifying the Election** - When the canvass is complete the official results will be prepared, certified and sent to the Superintendent of Silver Valley Unified School District and the San Bernardino County Superintendent of Schools. This will take place on July 13, 2001. The Statement of Results and Voting History will be available this same day.

**What it Takes to Win** – The candidate receiving the most votes will be declared the winner.

**Dispute of Election Results** – Requests for recount may be submitted within five days after the completion of the official canvass. Requestor must pay estimated cost of recount in advance. The California Elections Code outlines the process for filing an election contest. Filing deadlines vary.

## APPENDIX

1. Calendar
2. Sample Ballot Measure pages
3. Voter History Chart
4. Election Results Information Sheet & Bulletin
5. 29-Day Close of Registration
6. District Map

**SILVER VALLEY UNIFIED SCHOOL DISTRICT  
VACANCY ELECTION - (Special Election)**

July 10, 2001

**1**

**CALENDAR**

EVENTS				
	MAY 8	JUN 5	JUL 10	NOV 6
Candidate Filing (- 113 to -88)	N/A	Feb 13 – Mar 9	Apr 2 – 20	Jul 16 – Aug 10
Last Day to Call Special Election (Cities, Schools, & Districts) (-88)	Feb 9	Mar 9	N/A	Aug 10
Last Date to Withdraw Election Item (-83)	Feb 14	Mar 14	N/A	Aug 15
Last Day to File Arguments In Favor or Against Measures (-81)	Feb 16	Mar 16	N/A	Aug 17
Last Day to File Rebuttal Arguments In Favor or Against Measures (-74)	Feb 23	Mar 23	N/A	Aug 24
Commence Mailing 60 Day Ballots (-60)	Mar 9	Apr 6	May 11	Sep 7
45 Day Close of Registration (-45)	Mar 26 *	Apr 22	May 29 *	Sep 24
Commence Mailing Sample Ballots (-40)	Mar 29	Apr 26	May 31	Sep 27
29 Day Close of Registration (-29)	Apr 9	May 7	Jun 11	Oct 9 *
Absentee Voting Period Begins (-29)	Apr 9	May 7	Jun 11	Oct 9 *
Commence Mailing 29 Day Close Sample Ballots (-19)	Apr 19	May 17	Jun 21	Oct 19 *
15 Day Close of Registration (-15)	Apr 23	May 21	Jun 25	Oct 22
Last Day to Request Absentee Ballot (-7)	May 1	May 29	Jul 3	Oct 30
Emergency Voting Begins in ROV Office (-6) & Ends When Polls Close	May 2	May 30	Jul 5*	Oct 31
Add On Count (if scheduled)				Nov 9
Date Scheduled for Election Certification	May 11	Jun 12	Jul 13	Nov 27

\* Adjusted for holidays and/or weekends

\*\* Period for processing absentee ballot applications is E-25 for this election only

<b>July 10</b>	Silver Valley Unified School District, Special Election To Fill A Vacancy, Trustee Area 3
<b>November 6</b>	Consolidated Election – Schools, Special Districts, City of Redlands, City of San Bernardino

As of: April 27, 2001

6/19/2001



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## 2 SAMPLE BALLOT MEASURE PAGES

### SILVER VALLEY UNIFIED SCHOOL DISTRICT

<b>OFFICIAL BALLOT</b> County of San Bernardino	
Special Election To Fill A Vacancy	July 10, 2001
<b>SCHOOL</b>	
<b>SILVER VALLEY UNIFIED SCHOOL DISTRICT, TRUSTEE AREA 3</b>	
<b>Member of the Governing Board, To Fill A Vacancy, Term Ending December 5, 2003</b>	<b>Vote for One</b>
<b>MIKE S. BRAY</b> Operations Manager	<b>2</b>
<b>MENTIE B. HAZELETT</b> Civil Service Worker	<b>3</b>
<b>BRITTNEY SMITH</b> School Aide	<b>4</b>
<b>YOU HAVE JUST COMPLETED VOTING</b>	

## BALOTA OFICIAL

# Condado de San Bernardino

## Elección Especial Para un Puesto Vacante

10 de julio de 2001

**ESCOLAR**

**DISTRITO ESCOLAR UNIFICADO DE SILVER VALLEY, ZONA DE FIDEICOMISO 3**

**Vote por Uno**      **Miembro de la Junta Gubernante, Para un Puesto Vacante Termino Completo 5 de diciembre de 2003**

2

**MIKE S. BRAY**  
**Director de Operaciones**

3

**MENTIE B. HAZELETT**  
**Funcionaria de Administración Pública**

4

**BRITTNEY SMITH**  
**Ayudante de Escuela**

**HA TERMINADO DE VOTAR**



### 3 VOTER HISTORY CHART

ELECTION TITLE	ELECTION DATE	REG VOTERS	TOTAL VOTERS	% OF TURNOUT	ABSENTEE ISSUED	ABSENTEE VOTED	% OF AV VOTED	AV % OF TOT VOTED
<b>Consolidated UDEL</b>	<b>11/5/85</b>	<b>468,265</b>	<b>80,825</b>	<b>17.26</b>	<b>12,265</b>	<b>5,323</b>	<b>43.40</b>	<b>6.59</b>
Direct Primary	6/3/86	453,821	162,622	35.83	23,841	13,846	58.08	8.51
Gubernatorial General	11/4/86	478,552	265,373	55.45	29,734	21,898	73.65	8.25
<b>Consolidated UDEL</b>	<b>11/3/87</b>	<b>470,950</b>	<b>104,958</b>	<b>22.29</b>	<b>23,265</b>	<b>12,450</b>	<b>53.51</b>	<b>11.86</b>
Presidential Primary	6/7/88	495,401	224,919	45.40	26,794	18,847	70.34	8.38
Presidential General	11/8/88	571,775	400,176	69.99	50,341	39,288	78.04	9.82
Special District Election	6/6/89	110,211	8,764	7.95	5,297	3,044	57.47	34.73
<b>Consolidated UDEL</b>	<b>11/7/89</b>	<b>562,579</b>	<b>122,333</b>	<b>21.75</b>	<b>26,269</b>	<b>14,751</b>	<b>56.15</b>	<b>12.06</b>
Gubernatorial Primary	6/5/90	552,421	192,995	34.94	33,362	20,596	61.73	10.67
Gubernatorial General	11/6/90	602,428	309,365	51.35	80,297	52,054	64.83	16.83
Special Consolidated	6/4/91	424,720	45,340	10.68	18,179	12,209	67.16	26.93
<b>Consolidated UDEL</b>	<b>11/5/91</b>	<b>552,328</b>	<b>91,211</b>	<b>16.51</b>	<b>30,680</b>	<b>17,082</b>	<b>55.68</b>	<b>18.73</b>
Presidential Primary	6/2/92	616,722	239,981	38.91	52,068	35,664	68.50	14.86
Presidential General	11/3/92	682,980	482,162	70.60	85,528	71,148	83.19	14.76
Special Consolidated	6/8/93	683,434	118,609	17.35	44,545	28,449	63.87	23.99
<b>Consolidated UDEL</b>	<b>11/2/93</b>	<b>675,396</b>	<b>198,545</b>	<b>29.40</b>	<b>56,498</b>	<b>36,965</b>	<b>65.43</b>	<b>18.62</b>
Direct Primary	6/7/94	655,363	183,348	27.98	50,632	34,526	68.19	18.83
Gubernatorial General	11/8/94	674,684	362,524	53.73	82,675	67,417	81.54	18.60
SD Bond & CWD Recall	3/7/95	25,095	3,760	14.98	1,441	990	68.70	26.33
Special Consolidated	6/6/95	28,092	7,884	28.06	2952	2333	79.03	29.59
<b>Consolidated UDEL</b>	<b>11/7/95</b>	<b>676,379</b>	<b>111,432</b>	<b>16.47</b>	<b>49,117</b>	<b>27,519</b>	<b>56.03</b>	<b>24.70</b>
Presidential Primary	3/26/96	681,952	237,847	34.88	71,880	52,565	73.13	22.10
Special Municipal & Bond	6/4/96	25,898	2,999	11.58	1,508	967	64.12	32.24
Presidential General	11/5/96	742,975	424,850	57.18	92,118	76,865	83.44	18.09
Special Municipal Redlands/Highland	3/4/97	55,871	10,670	19.10	3,651	2,736	74.94	25.64
Special Consolidated	6/3/97	82,350	15,140	18.38	6,930	4,412	63.67	29.14
<b>Consolidated UDEL</b>	<b>11/4/97</b>	<b>617,695</b>	<b>104,952</b>	<b>16.90</b>	<b>46,684</b>	<b>26,633</b>	<b>57.05</b>	<b>25.38</b>
General Municipal City San Bernardino	2/3/98	62,674	13,862	22.10	4,497	3,050	67.82	22.00
Chaffey Jt UHS Bond Meas X	4/14/98	109,056	10,819	9.90	5,880	3,621	61.58	33.47
Direct Primary	6/2/98	625,384	224,981	35.90	73,168	51,575	70.49	22.92
Silver Valley USD(fill vacancy)	8/4/98	2,609	421	16.10	730	191	26.16	45.37
Gubernatorial General	11/3/98	664,022	342,735	51.60	92,328	72,728	78.77	21.22
Special Muni City San Bernardino	2/2/99	8,490	891	10.49	413	310	75.06	34.79
Special Bond Chino/Alta Loma	3/2/99	83,737	11,787	14.08	7,749	4,278	55.21	36.29

**SILVER VALLEY UNIFIED SCHOOL DISTRICT  
VACANCY ELECTION - (Special Election)**

**July 10, 2001**

<u>ELECTION TITLE</u>	<u>ELECTION DATE</u>	<u>REG VOTERS</u>	<u>TOTAL VOTERS</u>	<u>% OF TURNOUT</u>	<u>ABSENTEE ISSUED</u>	<u>ABSENTEE VOTED</u>	<u>% OF AV VOTED</u>	<u>AV % OF TOT VOTED</u>
Trona UUSD Bond Measure Z	3/30/99	1,019	444	43.50	134	67	50.00	15.09
SB City UD Spec Bond & City Fontana	4/27/99	118,373	18,257	15.40	8,222	5,775	70.24	31.63
Snowline JUSD Spec Bond Measure C	5/18/99	11,588	2,207	19.00	1,082	799	73.84	36.20
Special Consolidated	6/8/99	64,595	13,290	20.50	4,932	3,708	75.18	27.90
Special Bond & Recall	9/14/99	38,699	5,450	14.00	2,476	1,746	70.52	32.04
42nd Congressional Primary	9/21/99	244,018	39,526	16.01	17,649	12,670	71.79	32.05
<b>Consolidated UDEL</b>	<b>11/02/99</b>	<b>660,667</b>	<b>101,782</b>	<b>15.40</b>	<b>49,670</b>	<b>29,731</b>	<b>59.86</b>	<b>29.21</b>
42nd Congressional General	11/16/99	247,622	48,092	19.40	26,386	16,109	61.05	33.50
32nd Senatorial Primary	1/11/00	244,968	38,757	15.80	17,757	13,456	75.78	34.72
Presidential Primary	3/7/00	636,923	316,916	49.70	85,302	68,642	80.47	21.66
Rim of World USD Special Bond	4/4/00	16,228	3,691	22.74	1,319	988	74.91	26.77
CSA 70HL Havasu Lake App(M/B)	4/11/00	84	40	47.62	84	40	47.62	47.62
Sierra Sands USD Vacancy (M/B)	05/09/00	160	46	28.75	160	46	28.75	28.75
City of Rancho Cuc CFD	5/9/00	58,311	11,967	20.52	4,561	3,657	80.18	30.56
Ontario-Mont SD/Upland USD	6/6/00	77,882	11,668	14.98	5,509	3,878	70.39	33.24
Presidential General	11/07/00	691,548	464,402	67.15	115,787	100,830	87.08	21.71
City of Fontana Spec Muni (M/B)	01/23/01	1,986	1,217	61.28	1,970	1,217	61.78	61.78
65th Assem Dist Special Primary	02/06/01	70,778	14,166	20.01	7,560	5,251	69.46	37.07
City of Chino - Special Municipal	03/06/01	25,554	1,526	5.97	1,102	672	60.98	44.04
65th Assem Dist Special General	04/03/01	69,961	13,678	19.55	7,610	5,813	76.39	42.50
Mtn View Elem Sch Dist	05/08/01	4,687	375	8.00	269	172	63.94	45.87
Hesperia USD & SB Mtns CHD Special Election	06/05/01	41,123	5,785	14.07	3,275	2,174	66.38	37.58
Silver Valley Unif Sch Dist	07/10/01							

6/19/2001

## 4 Election Results Information Sheet

### 2.1 When and Where Are Results Available?

Results are available at the Registrar of Voters office in San Bernardino.

Results are also available on the Internet at:  
<http://www.sbcrov.com>

The first Summary Report will be released shortly after 8:00 p.m. This report will contain absentee/mail ballot results **only**. The voting precinct totals will be added to the absentee/mail ballot totals as soon as they arrive at the counting site.

### 2.2 Explanation of Bulletin Format

- A. Reports are sequentially numbered. Date and time appear in the upper right-hand corner.
- B. Reports will contain votes cast within San Bernardino County.
- C. District name appears only when a contest is counted by a specific district (not County or statewide).
- D. (#/PCT \_\_\_\_ ) = Number of voting precincts for this election/race. (This number does not change.)
- E. (#/RPT \_\_\_\_ ) = Number of precincts reporting at time report was created. This number will increase as precincts are counted.
- F. (%/RP) = Percentage of precincts that have reported at time report was created. (This number will increase as precincts are counted - up to 100%.)
- G. Measures always list results with "Yes" first. **Note: If a measure requires more than a majority vote, "2/3" appears next to the measure.**
- H. The number of votes received along with the percentage of all the votes cast for that measure appears to the right of each yes + no.

#### Registration/Turnout

The last *semi-official report* election night will contain pages of statistics showing registration/turnout numbers and percentage. Turnout represents the ballots cast.

**NOTE:** There is a difference between ballots cast and votes cast. A voter may undervote his/her ballot (i.e. skip any of the races/measures) or may overvote (i.e. vote for the YES and NO on a measure) which voids the vote cast on that one measure alone.)

#### Absentee Totals

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San Bernardino County counts absentee totals by precinct so that it is possible to see how all voters in a precinct voted. This level of detail is available only on the Statement of Votes Cast.

### **2.3 When Will the Count Be Completed?**

The count will be finished Election night -- after all precincts report. However, the count is not considered complete until the election is certified following the canvass.

### **2.4 Availability of Election Results**

Official Summary results and individual precinct results will be available the day the election is certified. The election is scheduled for certification on -July 13, 2001.

### **2.5 What is the Official Canvass?**

State law requires an official canvass (audit of the election). This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the precincts. When complete, election results are certified to the various jurisdictions, which then declare the winners.

### **2.6 Election Definitions**

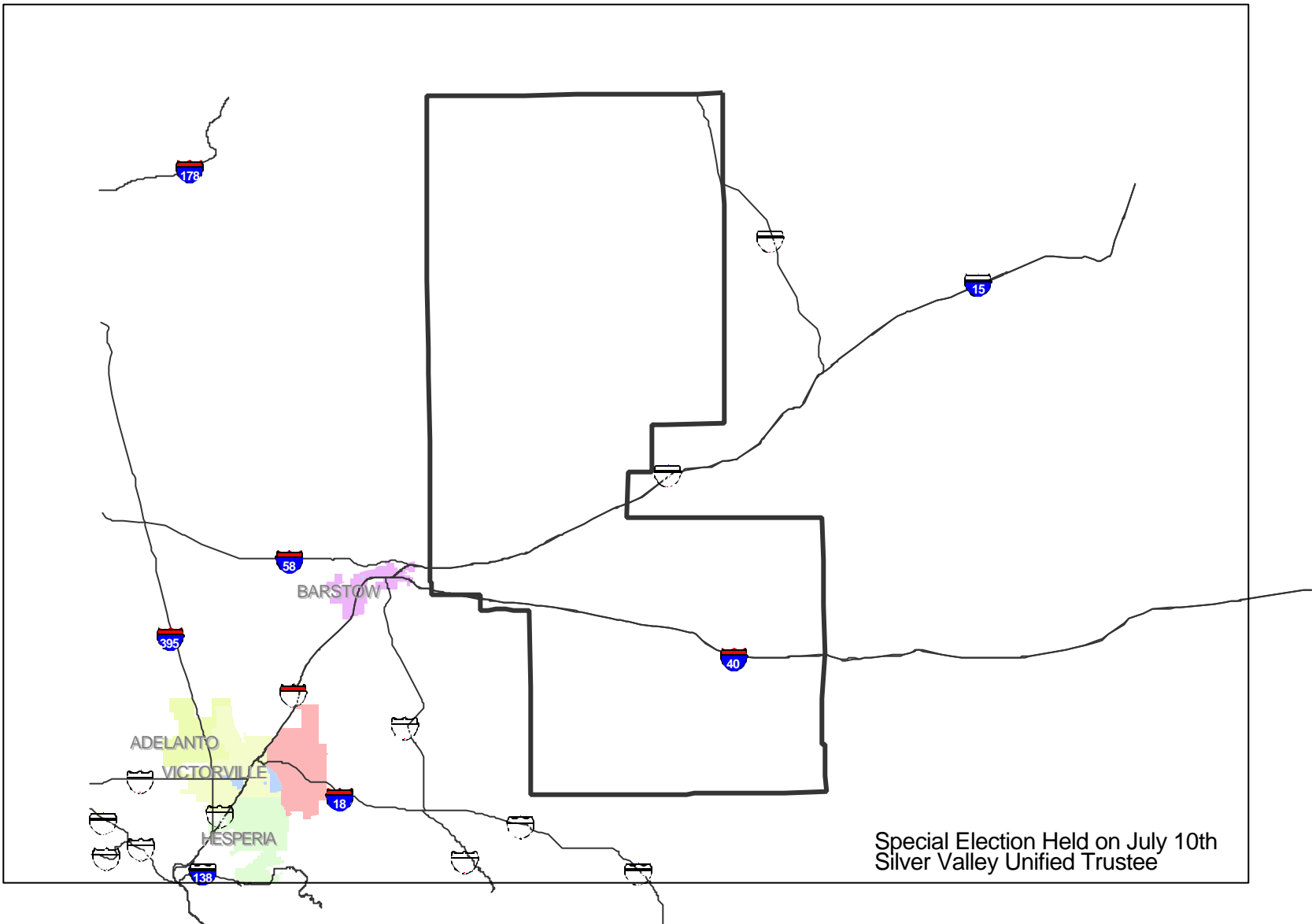
- **NPP** - No polling place was assigned because there were fewer than 250 registered voters. These voters are "declared" absentees.
- **Requested AV** - Voters who choose to vote by absentee/mail ballot instead of going to the polls.
- **Provisional Ballot** - Voted at polls when a voter's registration is in question. These ballots are sealed in an envelope for later verification at Registrar's office.
- **Write-in Ballot** - When a voter chooses to manually write-in a vote for a candidate(s) not printed on the ballot. The entire ballot is set aside to be counted after the validity of the write-in vote is determined.
- **Unofficial Results/Semi-official** - All election results issued prior to completion of the official canvass.
- **Official Results** - Final election tabulation is issued after completion of the official canvass and the Registrar of Voters certifies results.

**Official Canvass** - A detailed audit of the election. The law allows 28 days to complete this process.

6/19/2001

July 10, 2001

## 6 DISTRICT MAP



6/19/2001